

BOARD OF SOCIAL WORK EXAMINERS AND PROFESSIONAL COUNSELORS

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www.discoveringmontana.com/dli/swp

CONTINUING EDUCATION APPROVAL REQUEST FORM

INSTRUCTIONS: Submit this form along with an outline, agenda, brochure, or syllabus that shows the times and content of the course. A short vita on the presenters of the course is also requested. Please enter all information. To submit CE Programs to the Board Office, see instructions below.

This information will be posted on the web page at www.discoveringmontana.com/dli/swp

NAME OF REQUESTOR: _____

NAME OF CONTACT PERSON: TELEPHONE NUMBER:

E-MAIL ADDRESS OF CONTACT PERSON: _____

PROGRAM NAME:

PROGRAM SPONSOR: _____

ADDRESS: _____

WEB SITE ADDRESS: _____ E-MAIL ADDRESS: _____

LOCATION OF PROGRAM: _____ DATE(S) OF PROGRAM: _____

NUMBER OF HOURS REQUESTED: _____

Note: Must be actual clock hours. No credit is given for registration, breaks, lunches or dinners, unless a special guest speaker makes a presentation.

REQUESTED BY (Check One): _____ Sponsor of the Program _____ Licensee

PROGRAM NUMBER:

This number is assigned by the Board Office for identification purposes when reporting attendance for credit.

BOARD USE ONLY:

Approved: _____ Continuing Education Hours Granted: _____ (no credit for registration, breaks, lunches, or business meetings)

Disapproved: _____ Reason: _____

Reviewed by: _____ (Initials) Date: _____

SUBMITTAL INSTRUCTIONS:

By email: copy the form in Word 97 and email, along with an outline, agenda, brochure, or syllabus that shows the times and content of the course and a short vita on the presenters of the course to dlibsdsdp@state.mt.us .

By FAX: print out form, with information same as above and fax to (406) 841-2305

Regular mail: same as above, and mail to Montana Board of SWP, 301 South Park, 4th Floor, PO Box 200513, Helena, MT 59620-0513.

ALL PROGRAMS, APPROVED OR NOT APPROVED WILL BE POSTED ON OUR WEB SITE: www.discoveringmontana.com/dli/swp Click on “Select a Board Topic” and scroll to “Continuing Education”.